Adding TANF Months to Timeclock

To Add TANF Months for Benefits Received in Other States/Reservations:

- This procedure addresses TEAMS processing only, and assumes the appropriate paperwork has been completed per policy to verify any TANF benefits received elsewhere.

Step	Action
1.	'Next' to the **RECI** screen for the case current month. • RECI has a Quick Select field to access to the Timeclock Inquiry screen.
2.	On RECI, tab to the column labeled 'TICI' at the far right of the screen. Type a character in this field <u>next to the appropriate person</u>; press Enter. • This will access the **TICI** (Time Clock Inquiry) screen for that participant.
3.	Type any character in the 'TICU' field and press Enter. • This will access a blank TICU (Time Clock Update) screen for entry of months.
4.	On **TICU**, enter the following in the center section of the screen: • Action code **A** (Add) • 2-letter **State code** (STT CD field; see Online Help) • 2-letter **Reservation code** if applicable (RES CD field; See Online Help) • **Number of months** of TANF benefits received there (# MONTHS BENEFITS field) **Press Enter** to store the entry; the TICI screen will redisplay. (Press F5 to return to RECI, or press Enter to move on to the next screen in the screenflow.)
	The TICI screen will now reflect the added months under "MT TANF CLK." • Note: The TANF clock increases automatically with each month of Montana benefits that are issued from TEAMS. This procedure is used to add months received in other TANF plans only.

To Change (decrease) or Delete timeclock months entered on TICU:

- Only Central Office can decrease or delete months that have been entered on TICU for benefits received in other states/reservations.

- Refer to the TANF Cash policy manual for instructions on submitting timeclock adjustment requests.

To Change (increase) months entered on TICU:

Step	Action
1.	Access **TICI** as described in Steps 1 and 2 above.
2.	On **TICI**, tab to the column next to the entry that needs to be increased. Type any character and press Enter. • This selects the information and displays it on **TICU**.
3.	On **TICU**, enter the Action code **C** (Change), and type the correct number of months (which must be higher than the existing number). Press Enter. • When Enter is pressed, TICI will redisplay, showing the corrected information. • Note: This procedure can also be used to correct the State and/or Reservation codes if needed.